



AGENDA ITEM

2.1.2

PEOPLE & CULTURE COMMITTEE

WORKFORCE AND ORGANISATIONAL DEVELOPMENT POLICIES
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Date of meeting	(26/04/2021)
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FOI Status	Open/Public
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If closed please indicate reason	Not Applicable - Public Report
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Prepared by	Claire Nicholas, Head of Policy, Compliance and A4C
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Presented by	Karen Wright, Assistant Director of Workforce
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Approving Executive Sponsor	Executive Director of Workforce & Organisational Development
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Report purpose	FOR APPROVAL
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Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals	Date	Outcome
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All Wales Working in Partnership Forum and Workforce Policy Review Group	12/11/2020 06/01/2021	ENDORSED FOR APPROVAL
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ACRONYMS



1. SITUATION/BACKGROUND

- 1.1. The purpose of the report is to present the Workforce and Organisational Development policies set out below.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 The following all Wales Policies have been reviewed in partnership by the All Wales Working in Partnership Forum for endorsement by Cwm Taf Morgannwg University Health Board (CTMUHB).

- **All Wales Special Leave Policy**

This policy is an existing NHS Wales policy that has been reviewed and updated. The policy outlines the process in which CTMUHB responds to, and deals with applications for special leave.

A welcome addition to the previous policy is a recognition of support required for staff experiencing domestic abuse.

Under section 7.1.3 of the policy, which relates to bereavement leave, it has been agreed in partnership with BMA colleagues that the provisions equivalent to those contained in section 23 of the NHS Terms and Conditions of Service Handbook will apply to medical and dental staff. Section 23 of the NHS Terms and Conditions of Service Handbook outlines the provisions and support for employees who have experienced the death of a child.

There are no other significant changes.

- **All Wales Recruitment and Retention Payment Protocol**

This protocol is an existing NHS Wales protocol that has been reviewed and there are no significant changes. The protocol is applicable to NHS Terms and Conditions of Service posts where market pressures would otherwise prevent Cwm Taf Morgannwg University Health Board from being able to recruit and retain staff in sufficient numbers (for the posts concerned) at the normal salary for the job.

The aim of the protocol is to provide information, advice and guidance on the process for determining a recruitment and retention payment.

- 2.2 The following policy has been developed in partnership by the Workforce Policy Review Group (WPRG), which is accountable to the Local Partnership Forum. The WPRG is responsible for developing and reviewing policies and procedures and where appropriate endorse them following the consultation process.

- **Shared Parental Leave Policy**

This is an existing policy that has been reviewed and updated. The policy outlines the eligibility criteria for Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) and outlines the procedure for applying.

The policy has been reviewed to be gender neutral rather than she/he throughout. The policy has been updated to include the enhanced shared parental leave changes that came into effect in April 2019 to the NHS Terms and Conditions of Service. The forms for applying have also been updated to reflect this change.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/ COMMITTEE

- 3.1. The above policies meet all legal and contractual obligations and reflect best practice.

4. IMPACT ASSESSMENT



Quality/Safety/Patient Experience implications	There are no specific quality and safety implications related to the activity outlined in this report.
Related Health and Care standard(s)	Staff and Resources If more than one Healthcare Standard applies please list below:
Equality impact assessment completed	Yes No adverse effects. These are available on request.
Legal implications / impact	Yes (Include further detail below) There could be legal implications if the policies are not adhered to, as identified, if applicable, within the relevant policies.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Strategic Well-being Objectives	Provide high quality, evidence based, and accessible care

5. RECOMMENDATION

- 5.1. The People & Culture Committee are asked to **APPROVE** the above policies developed in partnership and endorsed and recommended for approval by the Health Board's Local Partnership Forum.
- 5.2. Once approval is sought the author will share the policies with the Corporate Governance Team for publication on SharePoint and the Health Board Internet Site.